

Ashburnham Parks & Recreation

Meeting Minutes

May 31, 2012

I. Call to order

Mike Salem called to order a work meeting of the **Parks & Recreation Committee** at **7:30pm** on **May 31st 2012** at Sweeney Playground.

II. Roll call

Mike Salem, Rebecca Cinclair, Doug Carlman, Gail Dumont, Cheryl Goller

III. Financial Update

- a) We were misinformed about the amount of funds available in the Sweeney Trust Fund resulting in no available money in that trust.
- b) Spread sheet must be implemented and maintained with accurate information and requested an updated copy for each member at every meeting.
- c) It was asked if there was a financial program like Quicken used by the town that could be shared with P & R
- d) Discussion of the procedure of reimbursements and PO's

IV. Roles & Responsibility

- a) It was suggested to write the responsibilities of Chair, Vice Chair, Secretary, Treasurer and Inventory Controller. Rebecca and Cheryl will take care of this.
- b) Brief Discussion on Secretary's role.
- c) Since the majority of our supplies are currently stored at Gail's house, it's been suggested that Gail be P & R's Inventory Controller.

V. Rebecca

- a) We need storage
- b) Protocol for Park Storage
- c) Protocol for Park Usage
- d) Vests are available at Ocean State Job Lot for \$3
- g) Cushing Academy will be at Sweeney on Thursday April 19th 2012 to clean up and lawn care
- h) Orders for structures, sand are ready to be placed once we know the funding is available

VI. Adjournment

Mike Salem adjourned the meeting at **8:30pm**.
Next Meeting May 7th 2012 @ 6:30 pm

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Minutes submitted by: Cheryl Goller

Minutes approved by: